

United States Embassy

Tokyo, Japan



The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment

Public Affairs Program Assistant

1) **Location:** American Consulate General, Sapporo, Japan

2) **Closing Date:** August 22, 2000

3) **Basic Function of Position:**

The incumbent is responsible for public affairs and cultural programs in the Sapporo Consular district. Conducts all aspects of the Consulate General's public affairs and cultural programs; Speaker Program, IV Program, Voluntary Visitor Program, outreach activities, press releases, etc. The incumbent receives policy guidance and supervision from the Consul General and other Consular officers.

4) **Desired Qualifications:**

- a) **Education** – College with a BA or BS degree, preferably with major in international relations or mass communication or equivalent.
- b) **Prior Work Experience** – At least four years of progressively responsible experience in cultural activities.
- c) **Language** – Level V (Professional Translator/Interpreter or equivalent) English language proficiency. Fluent spoken and written Japanese.
- d) **Knowledge** – Broad knowledge of political, economic, social, and educational structures of Japan and of U.S. foreign policy and objectives and themes.
- e) **Skills and Abilities** – Personal standing and prestige in the local social and cultural communities. Ability to develop close relations with DRS individuals, represent the Consulate, Mission and U.S. interests at high levels, draft correspondence, reports and memoranda, and give objective advice.

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HOW TO APPLY

Please send both English and Japanese resumes to Personnel Office (Address: U.S. Embassy 1-10-5 Akasaka, Minato-Ku, Tokyo 107-8420).

Resumes must include:

- 1) Position you are applying for
- 2) Educational background
- 3) Dates of employment
- 4) Description of duties
- 5) Full annual income history to be considered
- 6) Copy of Newspaper's Advertisement or this notice

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ELIGIBLE APPLICANTS

- 1) Japanese citizen.
- 2) U.S. citizen spouse or dependent of an U.S. Mission employee.
- 3) Local Resident American Citizen and non-Japanese: Applicants must be eligible for employment under host government laws and regulations. Applicants must meet one of the following criteria:
 - a) Under Permanent Residence Status
 - b) A child/spouse of the person who is a Permanent Resident
 - c) A Long-term Resident
 - d) A spouse/child of a Japanese National

*Please send a copy of proof of residence status allowing employment without employer sponsorship.

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WORKING CONDITIONS

- Working hours: 8:30 ~ 17:30 (8 hours)
- Holidays: Saturday, Sunday, Japanese and U.S. Holidays
- Annual and Sick leave : each 13 days per year
- Health Insurance/Kosei Nenkin: Not provided but there is subsidiary for Kokumin Nenkin Kikin from U.S. Government.
- Labor Insurance: American Workmen's Compensation
- Severance pay: provided
- Retirement Age: 65
- Salary: Will be evaluated based on applicant's experience, knowledge, and U.S. Government compensation regulations.

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ONLY APPLICANTS SELECTED FOR INTERVIEWS WILL BE CONTACTED

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